

# GUIDELINES FOR RECLAMATION PUBLICATIONS

## FRONT COVER

Front covers should contain the title of the publication and the designations of the Department of the Interior and the Bureau of Reclamation.

(See 314 DM 3 <<http://elips.doi.gov/elips/release/3151.htm>>and  
ADM02-02 6 <<http://www.usbr.gov/recman/adm/adm02-02.htm>>.)

The designation ABureau of Reclamation@ must be subordinate to the designation for the Department of the Interior and in a smaller font. If, for artistic or other valid considerations, it is not practical to place these designations on the front cover, they must appear on the inside front cover, inside back cover, back cover, or title page.

Example: U.S. Department of the Interior  
Bureau of Reclamation

or

United States Department of the Interior  
Bureau of Reclamation

Covers may also include the name of the originating office.

Example: United States Department of the Interior  
Bureau of Reclamation  
Technical Service Center  
Structural Analysis Group

Author names may *not* appear on the front cover.

Use of seals and emblems is optional. It is not mandatory to use the Department seal or the Bureau emblem. However, either the Department seal, Bureau emblem, or both may be used. Seals and emblems may not be altered or overlapped.

The date of publication should appear on the front cover. On manuals the year is sufficient. On other publications, both the month and year should appear. If the publication is a reprint or a revised reprint, the reprint date should be noted on the title page or on the back of the title page.

Series reports should have standardized cover pages for identification purposes.

## **INSIDE FRONT COVER**

The inside front cover of all reports sent to the [National Technical Information Service](http://www.ntis.gov) (NTIS), must contain a completed form SF 298 Report Documentation Page. For a copy of this form, contact [Printing and Duplicating Team \(D-7921\) personnel](#) or download one from the NTIS web site at [<http://www.ntis.gov/pdf/rdpform.pdf>](http://www.ntis.gov/pdf/rdpform.pdf).

## **TITLE PAGE**

The first page of a document is the title page. The information on it should be consistent with that on the cover. The title page may also contain additional information such as the originating office and the author(s).

If the publication is prepared under contract by a source outside Reclamation, it should contain a statement such as, **A**Prepared for the Bureau of Reclamation by \_\_\_\_\_ under contract No. \_\_\_\_\_.

Reports in a series should have standardized title pages.

## **BACK OF TITLE PAGE**

The back of the title page may be used to (1) acknowledge individuals who made significant contributions to the publication in areas such as research, documentation, writing, or publication preparation and (2) document the peer review.

The back of the title page is also a good place to include the Interior and Reclamation mission statements which, alternatively, may be placed inside the back cover.

The current statements read as follows:

### **DEPARTMENT OF THE INTERIOR MISSION STATEMENT**

The mission of the Department of the Interior is to protect and provide access to our Nation's natural and cultural heritage and honor our trust responsibilities to Indian Tribes and our commitments to island communities.

### **BUREAU OF RECLAMATION MISSION STATEMENT**

The mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American public.

Other items generally placed on the backs of title pages are disclaimers for references to commercial products or processes, and disclaimers for computer programs developed by Reclamation and included in the publication.

## **PREFACE AND FOREWORD PAGES**

A preface or foreword is sometimes included in manuals and other large or complex publications. A preface, generally written by the author, states the purpose of the publication and may include acknowledgments. A foreword, generally written by someone other than the author, describes the author and his/her work. A preface or forward (both may be included on the same page) should be placed on a right-hand, odd-numbered page before the contents.

## **TABLE OF CONTENTS**

The contents should also begin on a right-hand, odd-numbered page.

## **MISCELLANEOUS GUIDELINES**

The Bureau of Reclamation must not be referred to as “United States Bureau of Reclamation” or “U.S. Bureau of Reclamation.” (See 314DM 3.2, “Bureau Identification” <<http://elips.doi.gov/elips/release/3151.htm>>.)

The pages of all reports should be numbered. Right-hand (front) pages should have odd numbers. It is desirable to have new chapters or sections begin on odd pages for the convenience of the reader. Preliminary pages such as the title page, preface, contents, glossary, etc; are generally assigned Roman numerals: i, ii, iii, etc.

Color should be added to a publication only when it adds significant value because printing and duplicating in color it is considerably more expensive than in black and white. In the Copy Center it costs the government about 4 cents per impression to duplicate in black and white, but about 50 cents per impression to duplicate in color.

## **MANDATORY PUBLICATION DISTRIBUTION**

Certain government publications are subject to mandatory distributions. (See 314 DM 4 <<http://elips.doi.gov/elips/release/3152.htm>>.) Distributions to the organizations listed below are performed by the [Printing and Duplicating Team \(D-7921\)](#).

- \$ The Superintendent of Documents, which consists of three programs: the Sales, Files and Depository Library programs (Authority: Title 44, United States Code, Chapter 19).

- \$ The [National Technical Information Service](#) (NTIS), which is a central source for the public sale of government-sponsored research, development, engineering reports, and other data prepared by federal agencies, their contractors, or grantees (Authority: American Technology Preeminence Act (ATPA) of 1991).
- \$ The Departmental (Interior) Natural Resources Library, which should receive two copies of all Departmental publications (Authority: 481 DM).

**IMPORTANT:** IF A PUBLICATION IS NOT TO BE DISTRIBUTED OUTSIDE RECLAMATION FOR SECURITY OR OTHER VALID REASONS, THE WORDS **NO DISTRIBUTION** SHOULD BE PLACED IN A PROMINENT PLACE ON THE PRINTING/DUPLICATING REQUEST.

## **ADDITIONAL INFORMATION**

For more information about Reclamation publications, please contact [Printing and Duplicating Team \(D-7921\) personnel](#).

Reclamation's *Style Guide for Technical Publications* (rev. Reprint 1991) is a reliable source on most publication issues, including writing and editing information.

The [Technical Communications Group](#) (D-8011) provides writing and editing support for all types of Reclamation documents. You may contact the [TCG Manager](#) or any member of the group.